



MAGDALENE COLLEGE
CAMBRIDGE



Graduate Trainee Librarian – College Library

1-year fixed term post

Candidate Information Pack

June 2026

About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College. There are around 600 undergraduate and postgraduate students, c. 130 staff members and just over 100 Fellows and the Master who together make up our warm and thriving College community.

The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building and the award-winning New Library.

Further information is available from the College's website <http://www.magd.cam.ac.uk/>

Department Information

Magdalene College has three libraries (The College Library, The Pepys Library, and The Old Library) and an Archive, with 5 members of full-time Library staff and a part-time Archivist. The advertised post concerns the College Library, known as the New Library, which was officially opened in July 2022 and was awarded the RIBA Stirling Prize in October 2022. Apart from the College's working library, the building also contains the College Archives and the Robert Cripps Gallery, which is open to members of the public.

The College Library

The College Library (New Library) is open to all College members 24hrs a day, 7 days a week. It houses our current academic collections and provides an outstanding working space for 130 readers.

The Pepys Library

The Pepys Library is the personal collection of 3000 books left to the College by Samuel Pepys in 1703. It is located on the middle floor of the Pepys Building and is open to visiting researchers and members of the public. The Pepys building is currently undergoing major refurbishment and is due to reopen in February 2027.

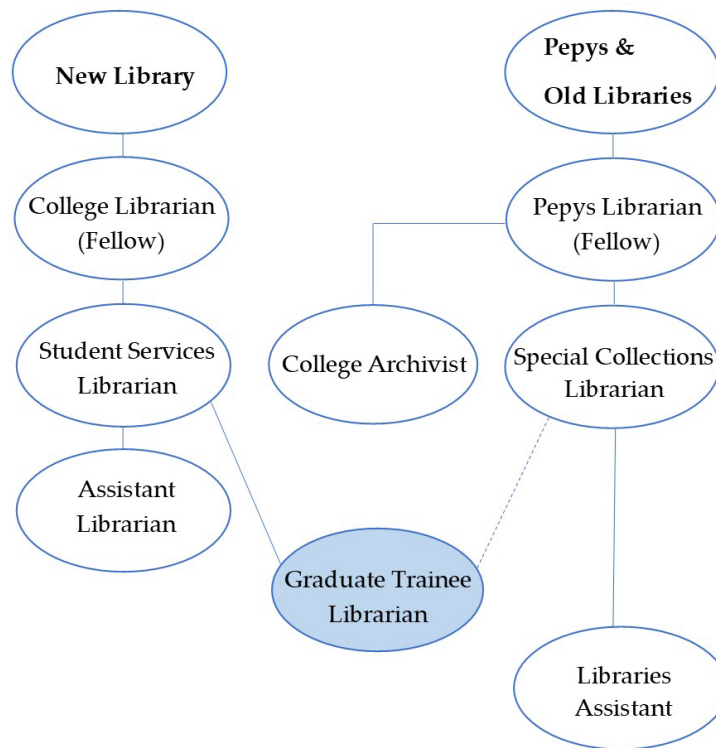
The Old Library

The Old Library is the historic library of the College and holds our manuscript and print special collections.

The College Archive

The College Archive contains the historic and working records of the College, and personal papers of its Members from the sixteenth century to the present day.

Department structure



Working Conditions

This is an office-based customer-facing role in the New Library and does not include remote working. We have access to a shared break room and a kitchenette.

Physical Requirements

This role includes both desk-based computer work and regular physical duties such as shelving, book moves, and working at height. Some travel is expected to attend trainee sessions.

Sensory Conditions

This is typically a quiet working environment, the desk is in an open-plan area in the reading room and near the main entrance. There can be cooler temperatures in the Old Library and the lighting levels in the Archive are low.

Role Summary

The Graduate Trainee Librarian will join a small friendly team in the College (New) Library. This is a fixed-term post, lasting one year, which offers the opportunity to gain experience of working in an academic library and it is an entry level role into the career of librarianship (or related information services). As this is a training post, it is aimed at people who are seeking to gain experience in the profession and who are considering a career in library and information services, rather than those who already have extensive library experience or a library qualification.

The trainee will mainly provide assistance in a range of day-to-day tasks and project work in the College Library and will make an important contribution to the ongoing work of the library and its development. To gain broader experience, there will also be opportunities to contribute to routine and project work in the College's historic libraries and Archive, and a chance to develop a self-led trainee project tailored to the individual's interests.

Dedicated time for professional development is part of the role and there will be a programme of visits and workshops throughout the year (mainly based in Cambridge, occasionally London or elsewhere) arranged on behalf of the Cambridge library trainee group. More information about the trainee scheme in Cambridge can be found here: <https://www.catalog.group.cam.ac.uk/>

At the end of the year, you would have enough experience to apply for a postgraduate qualification in librarianship, or for other library jobs which don't require the postgraduate qualification. While we hope our trainee will go on to join the sector this is not obligatory, and the trainee year is to help you decide whether you want to commit to the career.



Job Description

Main Duties and Responsibilities

Please note that the duties are not listed in order of priority or frequency.

Reader Services

- Staff the reception desk and respond to enquiries in person, by telephone and by email.
- Use the Library Management System (Alma) to process loans, returns, requests and overdue items.
- Give inductions to new users of the library and assist members in all aspects of using the library.
- Take the lead in promoting library services through print and digital communications and liaise with the Communications Assistant about College social media posts.
- Assist in library services which support student wellbeing.
- Assist with tours, events and outreach work in both the New and Old Libraries.

Acquisitions and Collection Management

- Assist in acquisitions by checking reading lists, publishers' catalogues, new editions etc.
- Process new acquisitions by adding labels, covers, stamps, and RFID tags.
- Assist the Student Services Librarian in a project to update and expand the New Library's collections.
- Create displays to promote library resources.
- Check data from the security gates for missing items.
- Shelve returned items and keep the shelves tidy.
- Assist with the annual stock check.
- Assist with stock moves.
- Monitor wear and tear and undertake minor book repairs and withdrawals.

Cataloguing and classification

- Update and amend holdings and item records in Alma.
- Assist with a project to revise and update our in-house classification scheme.
- Assist with an archival project to transcribe historic College receipts, scan images and add information to the Archive's catalogue, AtoM.

General duties

- Work independently on a trainee project of your choice.
- Help to maintain rules, a good working environment and health and safety standards in the library.
- Maintain awareness of developments in academic libraries, participate in training and events for Cambridge graduate trainees and contribute to the Graduate trainee website, [CATALOG](#).
- Any other duties as required by the Student Services and Special Collections Librarians.

Person Specification

	Essential Criteria	Desirable Criteria
Education/ Qualifications	Educated to degree level (or predicted a 2:1 or higher in final year of degree).	
Work Experience	Voluntary or paid experience in a customer facing role. Experience of using libraries and searching library catalogues.	Voluntary or paid experience in a library, archive or similar setting.
Skills/ Knowledge	Interest in a career in library and information work. Experience of communicating effectively with a diverse range of people in a customer service environment. Experience of working with a group/team to achieve shared goals. Experience of independently completing set tasks. Experience of contributing ideas to develop a service, task or project. You can organise your own time and adapt to changing priorities. You can keep detailed information up to date and record it accurately. You can demonstrate a willingness to learn from experiences and reflect on your skills and abilities with a view to personal development.	You can use initiative or creativity to respond to a situation e.g. problem solving, decision making etc. Experience designing visual promotional materials for print, web and social media. Experience of working with information in spreadsheets.

Remuneration and Benefits

Remuneration

£24, 736 per annum (further increase from cost of living for 2026-7 to be confirmed)

Duration & Hours of Work

1-year, fixed term, beginning in September 2026. The hours of work are 36.25 hours per week (e.g. 9am-5:15pm, with a one-hour lunch break).

Holidays

The College offers full time members of staff 33 days annual leave a year, inclusive of bank holidays.

Pension

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

Ongoing Professional Development

Magdalene College is supportive of ongoing professional development. It is a priority for all team members to value and enjoy keeping up to date with industry developments and examples of excellence. You are encouraged to attend webinars and seek out other professional development literature and events, sharing best practice with the whole team.

College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court, these can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football astro pitches can be booked through St John's College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1500 per year for those working in College 5 days a week.

Family Friendly policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the staff handbook. Staff are eligible to use the Tax-Free Childcare scheme recently introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice

There will be a notice period of one month and a three-month probation period.

How to Apply

Please download and complete both parts of the application form from www.magd.cam.ac.uk/about/vacancies/non-academic.

Please send your completed application forms by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Enquiries

You are welcome to contact us before applying if you have further enquiries. We would recommend emailing in the first instance, then we can arrange a phone call or in-person chat if suitable. The purpose of talking to the recruiting manager before applying is to address any questions you have about the role that are not clear in the job description, to clarify any concerns you have about your eligibility. The discussion should not give you an advantage over other candidates, nor would it be a disadvantage to ask questions or need clarification about any element of the process.

Further enquiries can be sent to the line manager, Ms Luran Richards lr463@cam.ac.uk or to the HR Manager, Hannah Millward.

Closing Date

Applications should be submitted by midday (12pm) Friday 12th June. Interviews will be held on Monday 29th June 2026.





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